

PERSONNEL COMMITTEE REPORT – AUGUST 9, 2021

Members: Reinhold, Chairman; Richard, Vice Chair; Ressler, Member; Martin, Alternate; Rowe, Ex-Officio; No Staff

Attendees: Reinhold, Chairman; Richard, Vice Chairman; Ressler, Member; Martin, Alternate; Rowe, Ex-Officio; Zimmerman, Dudley, Mowen (Mowen left following the first discussion) 2 guests

The Personnel Committee met on July 12, 2021, and discussed the following:

Executive Session:

1. There were no Executive Session items.

Action Items:

Prior to discussing the Action Items, Ms. Rowe mentioned that a Committee member wished to have a public discussion regarding the retirement date of the Borough Manager. Ms. Rowe reminded those in attendance that there is no provision that Council set an employee retirement date; the State Borough Code §1141 and §1142 and Chapter 57 of the Code of the Borough of Ephrata give clear direction on the position and Council involvement of the Borough Manager position. The discussion centered around the vacation time earned by the employee on January 1, 2022 (as stated in the Salaried Employee Handbook).

1. The Committee discussed the revised job description for the Assistant Borough Manager position. There were no additional changes to the job description since the Committee last approved the draft; however, Ms. Rowe agreed to share concerns that were emailed to her. The Committee appreciated the comments of the employee but agreed on all matters that the concerns were best addressed by the employee's supervisor; they are not under the purview of the Committee or Council. Ms. Martin did suggest that the position title be changed to Assistant Borough Manager/Chief Financial Officer to ensure consistency with other job descriptions. The Committee was in agreement. It was also decided to change the position title in the Borough Manager Job Description to Borough Manager/Chief Executive Officer. Ms. Rowe will amend both documents and both will be brought to Council for a vote on August 9, 2021.
2. The Committee discussed the job description for the position of Finance Manager. No changes were suggested. This document will be brought forward to Council for a vote of approval on August 9, 2021.

Discussion Items:

1. The Committee discussed further review of management job descriptions. Ms. Rowe explained that following the previous Committee discussion, she had a conversation with the Borough Manager; it was agreed each management employee would be asked to assess their job descriptions and suggest any necessary changes. The Committee instructed Ms. Rowe to have additional conversations with the Borough Manager to ensure descriptions are available for Committee review at their September 13th Committee meeting. The Committee wishes this item to be moved to the second discussion item for future meetings.

2. The Committee briefly discussed any changes they would like made to the Salaried Employee Handbook. Ms. Rowe reminded the Committee any changes made would apply to new hires only. The Committee would like to review front-loading earned vacation and service awards. Ms. Rowe will provide the Committee with a dollar amount earned by salaried employees for the previous five years. While all Committee members were provided a copy of the Salaried Employee Handbook, they would like to see it placed in the Dropbox for the next Committee meeting. The Committee would also like this to be the first discussion item on the agenda for next month.
3. The Committee discussed their desire to resume holding Bimonthly Workshops. They instructed Ms. Rowe to contact Chief Petrick again to see if he would be interested in facilitating the September workshop on Council involvement in municipal police supervision. The final workshop for 2021 will be determined at a later date.

Old Business:

While no Old Business items were discussed, Ms. Rowe reminded the Committee of the urgency to amend the Evaluation Documents if those changes are expected to go in effect prior to the 2021 evaluation period. The Committee requested this be moved from Old Business to Discussion for the August 9th Committee meeting.

Due to the late hour, the Chairman adjourned the Committee meeting without discussing any of the remaining five Old Business items.